

# Independent Contractor Driver Qualifications Sheet



Application must be completed by the applicant and will be retained on file for one year

**ANSWER ALL QUESTIONS**

**PLEASE PRINT ALL INFORMATION**

## General Information

Date: \_\_\_\_\_ Vehicle Information: \_\_\_\_\_  
Year Make Model

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
First Middle (Required) Last

Have you ever been known by any other name? If so, what name and when: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Number / Street

City State Zip Code Cell: \_\_\_\_\_

List previous addresses for past 7 years (attach additional sheet if necessary):

(1) \_\_\_\_\_ Length: \_\_\_\_\_  
Number / Street City State Zip Code

(2) \_\_\_\_\_ Length: \_\_\_\_\_  
Number / Street City State Zip Code

(3) \_\_\_\_\_ Length: \_\_\_\_\_  
Number / Street City State Zip Code

(4) \_\_\_\_\_ Length: \_\_\_\_\_  
Number / Street City State Zip Code

Are you at least 18 years of age? Yes  No  | Speak English? Yes  No  | Are you authorized to work in the United States? Yes  No   
Can You read English? Yes  No  | Write English? Yes  No

In case of emergency notify: \_\_\_\_\_  
Name Address Phone

Have you ever contracted with this company before? Yes  No  Year \_\_\_\_\_

Are you related to anyone employed or contracted to this company? \_\_\_\_\_

Referred by: \_\_\_\_\_

Do you operate or own your own company? If so, please give company name and product or service: \_\_\_\_\_

EIN: \_\_\_\_\_

## Availability

Check all times that you are available to work:

	Day	2nd	3rd
Weekdays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>		

Specify hours available: \_\_\_\_\_

Number of days available during the week: \_\_\_\_\_

Number of hours available: \_\_\_\_\_

Start Time: \_\_\_\_\_

Comments: \_\_\_\_\_

## Physical History

Is there any reason that you may not be able to perform all of the duties of the position for which you are applying? Yes  No

If yes, please explain: \_\_\_\_\_

If so, you may volunteer information concerning any accommodation that may be made that would permit you to perform all of the duties of the position for which you are applying here:

\_\_\_\_\_  
 \_\_\_\_\_

## Work History

Account for all past work history (Use additional sheets if necessary)

Dates	Last Employer / Lessor		
From: _____	Name: _____	Position: _____	Rate of pay
	Address: _____		
To: _____	Phone: _____		Supervisor: _____
Reason for leaving: _____			
From: _____	Name: _____	Position: _____	Rate of pay
	Address: _____		
To: _____	Phone: _____		Supervisor: _____
Reason for leaving: _____			
From: _____	Name: _____	Position: _____	Rate of pay
	Address: _____		
To: _____	Phone: _____		Supervisor: _____
Reason for leaving: _____			

## Education

Circle the highest grade completed:    Grade School 1 2 3 4 5 6 7 8    High School 1 2 3 4    College 1 2 3 4

Other: \_\_\_\_\_

Last School Attended: \_\_\_\_\_

Name

Address

## Driver Qualification and Experience

List driver licenses held in past three (3) years (use additional sheets if necessary):

State: \_\_\_\_\_ License No: \_\_\_\_\_ Type: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

State: \_\_\_\_\_ License No: \_\_\_\_\_ Type: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Have you ever been denied a license, permit or privilege to operate a motor vehicle? Yes  No

If yes, explain: \_\_\_\_\_

Has your license ever been suspended or revoked? Yes  No

If yes, explain: \_\_\_\_\_

Have you ever been convicted of reckless driving, unsafe driving, DUI or DWI? Yes  No  Explain: \_\_\_\_\_

Have you ever been convicted of any drug related offenses? Yes  No  Explain: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? Yes  No  If yes please explain on a separate sheet of paper.

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### Traffic Convictions for Past Three Years

Name of Court	Location	Date	Charge	Penalty

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### Driving Experience

Type of Equipment	Number of Years Experience	Number of Miles
Car / Van		
Straight Truck		
Tractor / Trailer		

In what cities have you driven regularly? \_\_\_\_\_

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### Accidents for Past Three Years

	Date	Description	Damage	Injury / Death
Most Recent				
Next Previous				
Next Previous				

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### To Be Read and Signed by Applicant

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job related disability, or any other protected group status.

I authorize you to make such investigations and inquiries of my personal, employment, financial or medical history and other related matters as may be necessary in arriving at a decision to contract. (Generally, inquiries regarding medical history will be made only if and after a conditional offer of a contractual agreement has been extended.) I hereby release employers, schools, health care providers and other persons from all liability in responding to inquiries and releasing information in connection with my application.

In the event of a contractual agreement, I understand that false or misleading information given in my application or interview(s) may result in termination of contract. I understand, also, that I am required to abide by all rules and regulations of the Company.

I understand that information I provide regarding current and/or previous employer(s) / contractor(s) may be used, and those employer(s) / contractor(s) will be contacted, for the purpose of investigating my safety performance history as required by 49 CFR 391.23(d) and (e). I understand that I have the right to:

- Review information provided by previous employer(s) / contractor(s);
- Have errors in the information corrected by previous employer(s) / contractor(s) and for those previous employer(s) / contractor(s) to re-send the corrected information to the prospective contractor; and
- Have a rebuttal statement attached to the alleged erroneous information, if the previous employer(s) / contractor(s) and I cannot agree on the accuracy of the information.

Signature of Driver: \_\_\_\_\_

Date: \_\_\_\_\_

**Disclosure to Employment Applicant  
Regarding Procurement of a Consumer Report**

In connection with your application for contracted employment, we may procure a consumer report on you as part of the process of considering your candidacy as a contracted employee. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential contracted employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

Please be advised that we may also obtain an investigative report including information as to your character, general reputation, personal characteristics, and mode of living. This information may be obtained by contacting your previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you or within 5 days of the time the report was first requested.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights on the "Summary of Your Rights under the Fair Credit Reporting Act" document.

By your signature below, you hereby authorize us to obtain a consumer report or investigative consumer report about you in order to consider you for employment.

This report will be processed by:  
ADP Screening and Selection Services  
301 Remington Street  
Fort Collins, Colorado 80524  
800-367-5933

Applicant's Name: \_\_\_\_\_  
(Please Print)

Applicant's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Social Security Number: \_\_\_\_\_



Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, DC 20580.

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 20580.**

**You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address and phone number of the agency that provided the information.

**You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- A person has taken adverse action against you because of information in your credit report;
- You are the victim of identify theft and place a fraud alert in your file;
- Your file contains inaccurate information as a result of fraud;
- You are on public assistance;
- You are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

**You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

**You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.

**Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

**Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

**Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer,

landlord, or other business. The FCRA specifies those with a valid need for access.

**You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).

**You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

**You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

**Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	<b>Federal Trade Commission: Consumer Response Center - FCRA</b> Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	<b>Office of the Comptroller of the Currency</b> Compliance Management Mail Stop 6-6 Washington, DC 20219 1-800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	<b>Federal Reserve Board Division of Consumer &amp; Community Affairs</b> Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	<b>Office of Thrift Supervision</b> Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	<b>National Credit Union Administration</b> 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	<b>Federal Deposit Insurance Corporation</b> Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	<b>Department of Transportation</b> Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act of 1921	<b>Department of Agriculture</b> Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051